

Scheduling an Emergency Appointment

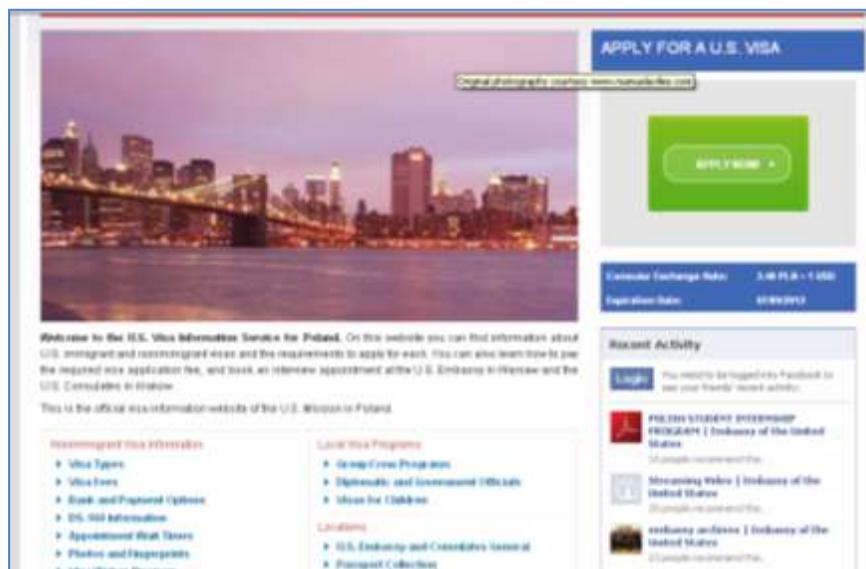
Before requesting an Emergency Appointment, you must have already scheduled a regular appointment. Please contact the call center at 2229-1999 or visit www.ustraveldocs.com/ni/

If you do not have a regular appointment scheduled, you will not be able to request an Emergency appointment.

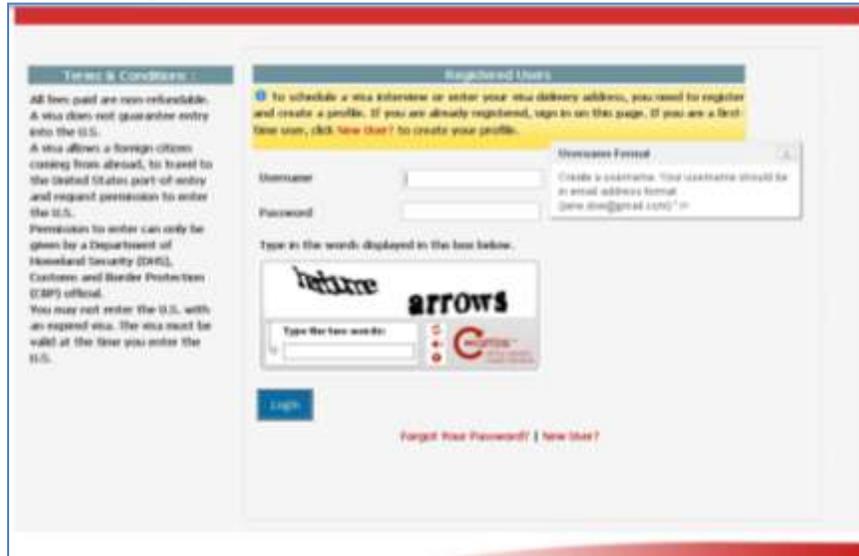
1. Go to ustraveldocs.com and select your country.



2. You will be taken to the following page. Please carefully read the information that applies to your circumstances. Once you are ready to schedule an appointment click the [Apply Now](#) button.

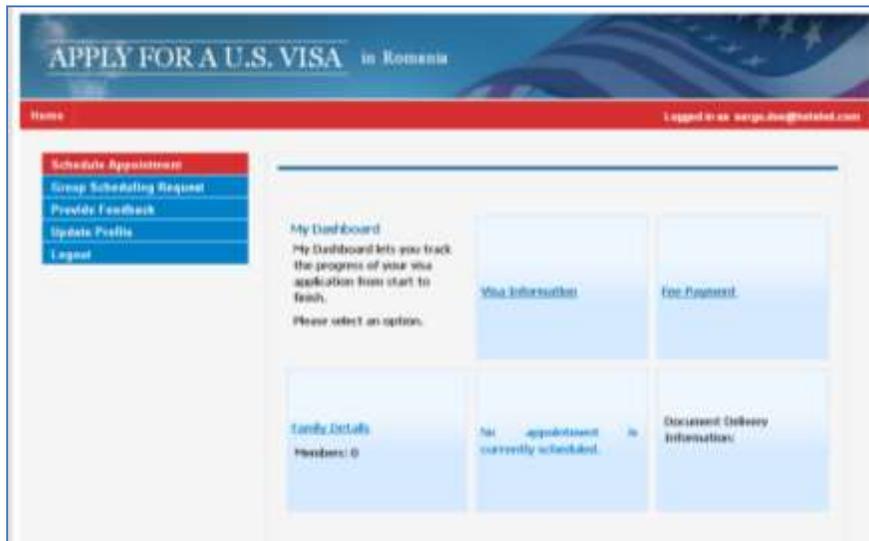


3. You will be taken to this page.



If you are a new user, click “[New user?](#)” at the bottom of the page. If you already have a login, enter it in the appropriate spaces. You must type in the two words in the “Captcha” feature. If you have difficulty reading them, you may refresh the feature by clicking the circling arrows ().

Once you have successfully entered the online appointment system, you will see your dashboard.



If you have not done so, schedule a regular appointment by clicking “**Schedule Appointment**” in the upper left corner of the screen. Follow the instructions until you select an appointment date from the schedule calendar.

Once you have scheduled an appointment, log out of the online appointment system, and then log back in. You will now see the “**Emergency Request**” option on the left-hand side.



Selecting that option will give you the following instruction page:



At the bottom of the page the system asks you to “Click [Here](#) to request an emergency appointment”. By doing so you will see the emergency request e-form:

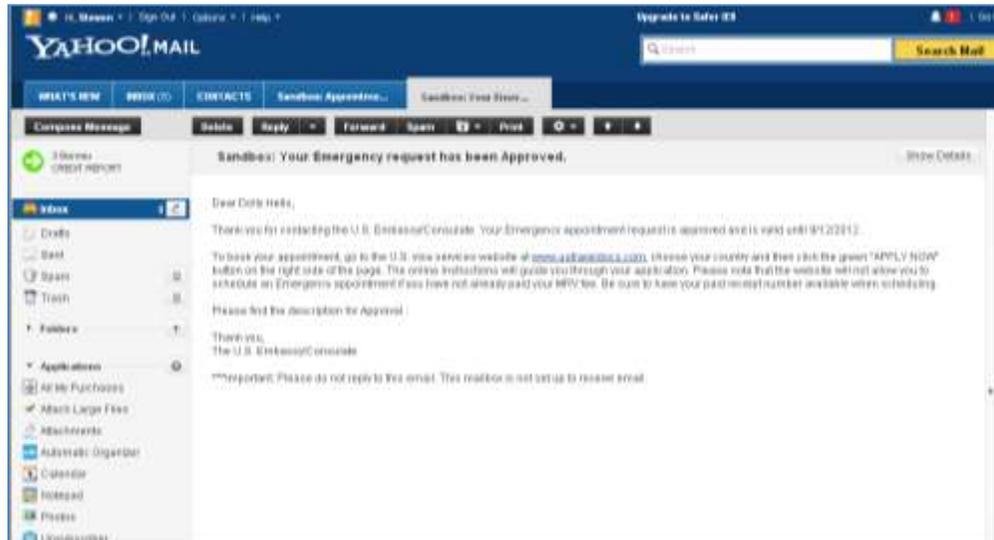
The screenshot shows the 'APPLY FOR A U.S. VISA in Ukraine' website. The main heading is 'APPLY FOR A U.S. VISA in Ukraine'. Below the heading, there is a navigation menu with the following items: 'Cancel Appointment', 'Reschedule Appointment', 'Emergency Request' (highlighted in red), 'Group Scheduling Request', 'Appointment History', 'Provide Feedback', 'Update Profile', and 'Logout'. The 'Emergency Request' form is displayed on the right side of the page. It includes the following fields: 'Tentative Travel Date' (set to 10/20/12), 'Reason for Emergency' (set to Medical Emergency), and a 'Brief Explanation of Emergency' text area. At the bottom of the form, there is a note: 'You may attach one file to support your emergency request.'

Please fill it out completely. Please note that by scrolling down to the bottom of the page, you will find the option to download one .pdf file which may contain several documents. Once it is filled out click “**Submit**”.

This screenshot is identical to the one above, but with the text 'I don't see I good.' entered in the 'Brief Explanation of Emergency' text area.

Now you should log out and wait, **at least three business days**, for the consular officer’s email transmitting the decision on your request:

When your request is approved you will receive the following email. Please follow the instructions closely.



When you log back into the online appointment system you will see the following dashboard:



You must now cancel your regular appointment by clicking on “**Cancel Appointment**” and selecting “**Yes**”



You will see the following verification:



Now select “**Schedule Appointment**” and click “**Continue**” through the answers you entered before until you reach the schedule calendar. This will show you the times and dates for the available emergency appointments:



Click on the “**Select**” box and then “**Schedule appointment**”.

You will see the confirmation letter:



You can choose to have the confirmation emailed to you, or print the letter by selecting one of the three options above the Applicant Details section.

You have now successfully scheduled your Emergency appointment.